

MINUTES OF THE BOARD OF DIRECTORS MEETING  
Harris County Municipal Management District No. 1

March 16, 2022

The Board of Directors (the "Board") of Harris County Municipal Management District No. 1 (Memorial Management District) (the "District") met in regular session, open to the public, on the 16th day of March, 2022, at 920 Memorial City Way, Suite 170, Houston, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Ben Gillis	President
Robert Williamson	Vice President
Dan Moody, III	Secretary
Ben Pisklak	Assistant Secretary
Steven Goss	Director
William M. Mosley	Director
Perry Hicks	Director
Charles DeLacey	Director
C. Beau Harrison	Director
Alan Steinberg	Director
Kirk Guilanshah	Director

and all of the above were present, except Directors Hicks, Pisklak, Harrison, Guilanshah, and Williamson, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Interim Executive Director of the District; Pat Hall of Equi-Tax, Inc.; Sergeant Chris Sheffield of Harris County Precinct 5 Constable's Office; Margaret Dunlap of METRO; Marlene Gafrick of MetroNational Corporation ("MetroNational"); Suzy Hartgrove of MyHart Communications; Jennifer Day of McCall Gibson Swendlund Barfoot PLLC; Brandon Crumpler of Lawn Management Company; and Suewan Johnson and Carnell Emanuel of Allen Boone Humphries Robinson LLP.

**Call Meeting to Order**

Having established that a quorum of the Board was present, Director Gillis called the meeting to order at 9:30 am.

## **Public Comments**

Director Gillis offered any members of the public attending the meeting the opportunity to make public comment. There being no members of the public requesting to make comments, Director Gillis moved to the next agenda item.

## **Staff Report**

There was no report on this matter.

## **Minutes**

The Board reviewed the minutes of the February 16, 2022, regular meeting. After review and discussion, Director Moody moved to approve the minutes, as submitted. The motion was seconded by Director Mosley, which passed unanimously.

## **Financial Report and Bookkeeping Matters**

Ms. Hall reviewed the financial report for February 2022. Following review and discussion, Director Goss moved to approve the financial report and payment of the listed invoices, subject to Director Gillis' review of the invoices. Director DeLacey seconded the motion, which passed unanimously.

## **Assessment and Collections Matters**

Ms. Hall reviewed the assessment collector's report for February 2022. She discussed the status of various delinquent accounts. The Board reviewed the status of property valuation lawsuits filed by property owners in the District against the Harris County Appraisal District. Following review and discussion, Director Moody moved to approve the assessment collector's report. Director DeLacey seconded the motion, which passed unanimously.

## **Approve Audit for Fiscal Year End November 30, 2021**

Ms. Day of McCall Gibson Swedlund Barfoot reviewed the audit for the fiscal year ending November 30, 2021, and reviewed a management letter. Following review and discussion, Director Goss made a motion to approve the audit for the fiscal year ending November 30, 2021, subject to final review. Director DeLacey seconded the motion, which passed unanimously.

## **Engineering Matters**

Ms. Luevano reported on the Gessner Road Paver Replacement project.

### **Utility Burial Reimbursement Program**

Ms. Johnson updated the Board on the execution of the District's utility burial reimbursement agreement with Lipex Properties LP (a MetroNational affiliate).

Ms. Luevano updated the Board on Moody Rambin's plans for future phases of its utility burial program.

### **District Maintenance**

Mr. Crumpler of Lawn Management Company ("LMC") reported on maintenance and repair projects in the District.

Ms. Luevano presented a proposal from Landscape Forms, Inc. in the amount of \$1,916.03 for the purchase of one Petoskey litter receptacle at the Conrad Sauer detention pond ("Proposal No. 352393"). She also presented a proposal from LMC in the amount of \$88.88 for the purchase of concrete for the litter receptacle ("Proposal No. 121803").

Ms. Luevano presented a proposal from LMC in the amount of \$638.88 for the installation of one pallet of grass at the Conrad Sauer detention pond ("Proposal No. 121854").

Mr. Crumpler presented a proposal from LMC in the amount of \$104,286.27 for the removal of dead oleander plants along I-10 from Bunkerhill to Beltway 8 and the application of Bermuda grass hydroseed ("Proposal No. 121944"). He stated that this proposal shall replace Proposal No. 109907 in the amount of \$139,774.96 which was previously presented and approved at the October 18, 2021, Board meeting.

Following review and discussion, Director Moody moved to approve: (1) Proposal No. 352393; (2) Proposal No. 121803; (3) Proposal No. 121854; and (4) Proposal No. 121944. The motion was seconded by DeLacey, which passed unanimously.

### **Security Matters**

Sergeant Sheffield reviewed reports on February patrols and activity in the District.

Ms. Luevano and Ms. Johnson updated the Board on the status of the District's Government Agency Agreement with Flock Group, Inc. and the City of Houston's review of the permits for installation.

### **Community Relations Update**

Ms. Hartgrove updated the Board regarding community relations initiatives in the District.

**Attorney's Report**

The Board discussed the use of the District-issued credit card by the Interim Executive Director and sending a letter to Wells Fargo authorizing same. Ms. Johnson stated that the credit card was previously issued to the prior Executive Director, Pat Walters. The Board then discussed provisions in the District's Administrative Policies and Procedures Manual regarding the Executive Director's credit card spending limit.

Following review and discussion, Director Gillis moved to: (1) limit the Interim Executive Director's monthly credit card spending authority to \$2,500 without prior Board approval; and (2) instruct the Interim Executive Director and the District's bookkeeper to determine which recurring monthly bills can be paid via check instead of via credit card. The motion was seconded by Director Mosley, which passed unanimously.

**Executive Session**

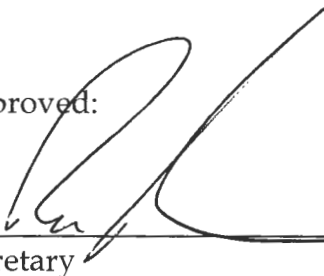
The Board did not convene in Executive Session.

**Adjourn**

The Board concurred to schedule the next meeting for April 20, 2022.

There being no further business to come before the Board, the meeting was adjourned.

Approved:

  
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Secretary  
Harris County Municipal Management District No. 1

(SEAL)

